

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
INTERNAL/EXTERNAL
REPOSTED

Job Title: Correctional Recreation
Specialist
Position Number: 22634
Classification Code: 399334
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge, MT. 59722

Pay Band 4: \$13.085 - \$16.268/hour
Bargaining Unit: Montana Federation
of State Employees
Status: Permanent/Full-time
Shift: Negotiated
Days Off: Negotiated

To Apply: Submit a State of Montana Application form and completed Reference and Criminal Background Check authorization form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT, 59722. This position is **OPEN UNTIL FILLED**. Applications will be reviewed weekly.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees is required. Must be able to respond in the event of an emergency, able to work under stressful and potentially dangerous conditions. TB testing is required. Montana State Prison is a tobacco free institution.

Typical Duties: This position is responsible for coordinating an effective, functional recreation program designed to serve the needs of a large number of adult felons in a correctional facility. Incumbent coordinates and organizes, on and off grounds activities; demonstrates and teaches recreational games and activities; sponsors and/or escorts inmates to functions away from the Prison confines; assists hobby and music department staff with their duties as directed by the Recreation Director.

Qualifications: Must possess working knowledge of the principles and practices or recreation rules and regulations of various sports and the care and maintenance of recreation equipment. Some training and/or experience in First Aid and Sports Medicine are important. Must have the ability to plan, organize and administer an effective recreation program for adult male felons; ability to establish and maintain effective working relationships with other instructional departments; communicate effectively; and have the ability to work effectively with all Prison departments while maintaining goals and objectives in a treatment setting.

Education & Experience: The above knowledge, skills and abilities are typically acquired through completed of 2 years of college or vocational training in recreation, physical education or related and 1-2 years of job related experience. Two years of experience organizing and supervising recreation activities will count for a year of education.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 4 on the state's general pay matrix. The current entry salary is \$13.085/hour. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An

applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320 ext. 2229.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

An overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. A behavioral interview may be a part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All new employees are subject to a minimum of 6 months probation.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____